

City of Chattanooga, TN
Personnel Class Specification

Class code 0400

FLSA: Exempt

CLASSIFICATION TITLE: MANAGER, CIVIC FACILITIES

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage, direct and promote the city's civic facilities including the Memorial Auditorium and Tivoli Theatre.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Through subordinate supervisors, manages the daily operations of the civic facilities; oversees all marketing, operations and concessions operations; trains and instructs employees in division operations; oversees operations to ensure that applicable laws, policies and procedures are enforced and followed; makes final decisions in the recruitment and selection of division staff.

Develops calendar of events; negotiates lease arrangements with vendors; books events for productions; projects expenses for events; plans staffing, equipment and other resource needs for events.

Negotiates and coordinates marketing arrangements, contracts and fees, event calendars, rider agreements and other details with promoters; prepares event settlement and box office statements; disburses settlement funds.

Handles financial arrangements for events and coordinates details with promoters including billing expenses, collecting and distributing invoices and expenses for event settlement.

Serves as liaison with outside organizations, promoters, convention planners and the news media in promoting the city's civic facilities; conducts media interviews; coordinates tours of facilities.

Interacts with promoters, booking agents, patrons, company managers, technical representatives, patrons, businesses, civic groups, and the general public.

Develops and designs season and show advertising; develops and prints promotional brochures; prepares marquee copy for theatre events; prepares and/or proofreads newspaper ads, TV and radio advertisements.

Provides calendar of events, budgets, expense reports and other information to department staff, Board, and city officials; makes related presentations.

Develops annual budget; monitors revenues and expenses to ensure compliance with approved budget.

Coordinates event planning, set-up arrangements, staffing needs and other issues with subordinate staff.

Monitors and inspects facilities for needed improvements, repairs and maintenance; negotiates and coordinates contract work; plans for renovation, restoration or new construction based on approved capital improvement program.

Prepares or completes various records and documents including requisitions, vouchers and purchase orders, collections reports, concession reports, work schedules, event calendars, accident reports, work orders; signs checks and prepares deposits.

Refers to automated ticketing information, routing books, entertainment industry magazines, production sales reports, building maintenance and construction diagrams, and other documents in performing assigned job duties.

ADDITIONAL FUNCTIONS

May operate theatrical equipment in setting up for productions and events.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor degree with course work emphasis in business administration and marketing; supplemented by three (3) to five (5) years previous experience and/or training that includes facility management, preferably in the entertainment industry; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.